



COUNTY OF MONO

JOB ANNOUNCEMENT

**REVISION
FILING DEADLINE:**

FFD: September 18, 2009

**Social Services
Cook/Driver
Senior Services
Walker, California**

SALARY

**43: \$13.49 - \$16.40/ hour
30/ Hrs. per week**

The County of Mono is accepting applications for the position of Cook/Driver at the Senior Citizen's Center in Walker, CA. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled.

Knowledge and abilities:

Under general supervision, to perform food preparation and dispensing for clients in a the Walker Senior Citizen's Center; to prepare established menus of food items; to maintain an inventory of food and supplies; to maintain a kitchen and equipment in sanitary and good working condition; to drive a vehicle and deliver food in the community; and to do related work as required.

Some desirable qualifications include:

Knowledge of:

- Operation and use of equipment, machines, and utensils used in quantity food preparation.
- Proper record keeping and inventory reporting methods.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Safe driving principles.
- Maintenance of proper temperature and sanitation of food which is delivered to Clients.

Ability and willingness to (partial list):

- Prepare, cook, and bake a variety of foods in substantial quantities within established time constraints.
- Effectively read, interpret, and adjust recipes.
- Safely use and operate food service appliances and equipment.
- Maintain accurate records and prepare routine reports.
- Plan and estimate appropriate amounts of food and supplies needed for menu preparation.
- Safely operate a motor vehicle.
- Maintain proper temperature and sanitation of food during delivery.
- Work on own initiative without close supervision.
- Make emergency purchases of food and supplies when necessary.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of previous work experience in quantity food preparation.

Special Requirements:

Possession of a valid and current Class C driver's license.

Possession of a valid Food Safety Certification, or the ability to obtain such within 12 months of hire.

Application Process: For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Employment Opportunities website: www.monocounty.ca.gov

All completed County applications received from current permanent county employees by 5:00 pm by **9/18/2009** in our office will be considered. Faxed applications will be accepted provided the application with the original signature is postmarked by 9/18/2009.

**COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES
P.O. Box 696 ~ Bridgeport, California 93517
(760) 932-5412 ~ (760) 932-5411 (FAX) ~ www.monocounty.ca.gov
EOE**